

Recording Voice Narration as a WAV File



Requirements: These instructions will help you to create .WAV audio files using the “Sound Recorder:” a program that is standard in Windows 95, NT, 98, ME, 2000 and XP.

In order to record your voice, you will also need to have a computer microphone hooked up to your computer. Many home computers come with microphones (either as a hook-up or as part of the monitor, refer to your computer’s manual for information). If not, you can purchase a computer microphone at your local computer or home electronics store.

Finding your Sound Recorder

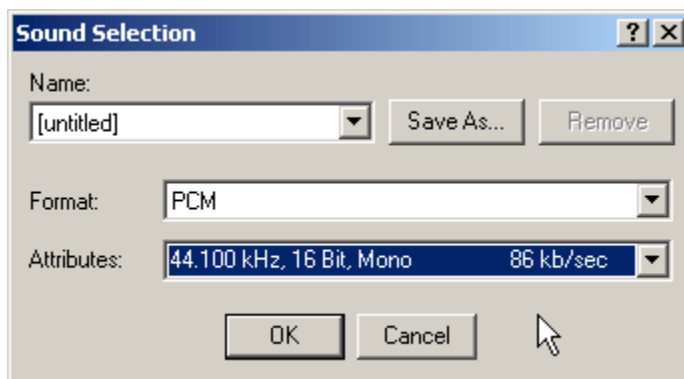
1. The “Sound Recorder” program will allow you to record your voice and save it as a file on your computer. This program is typically located in the “Accessories” folder under “Programs” in your “Start” menu.
2. Where the “Sound Recorder” is located will depend upon the operating system that you are using. For example, in Windows 95 and NT, the “Sound Recorder” is located in the “Accessories” folder, under “Multimedia.” In Windows XP, it is located in the “Accessories” folder under “Entertainment.”
3. If you are still having difficulty finding the “Sound Recorder,” refer to your computer’s documentation and/or “help” screen in the “Start” menu.

How to Record your Voice using the Sound Recorder

1. Make sure that your computer microphone is hooked up to the microphone jack of your computer (refer to your computer’s manual for information).
2. Open up the “Sound Recorder” (see instructions above).
3. Before you begin to record, you must set the properties of your sound file. Open up the “Properties” window under the “File” menu.
4. Under “Format Conversion” click the “Convert Now” button.

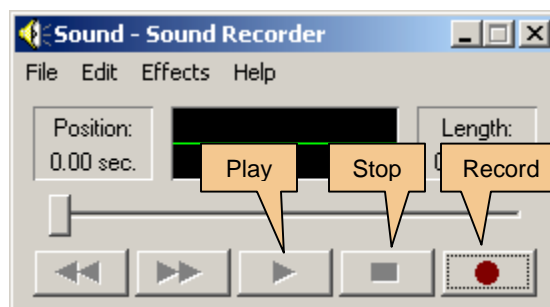


5. In the “Sound Selection” window, pull-down the “Attributes” menu and select “44,100 kHz, 16 Bit, Mono.” Then, click “OK” until you’re back at the main “Sound Recorder” window.



6. When you are ready to begin recording your audio, simply click the Record button on the “Sound Recorder.” This button is marked with a red circle. Please note that the sound recorder will only record up to **60 seconds** of audio at one time. Therefore, you will need to design your presentation to accommodate this limitation.
7. When you are done recording, click the Stop button on the “Sound Recorder.” This button is marked with a black square.

8. Click the Play button on the “Sound Recorder” to hear the recording you just made. This button is marked with a black triangle.



9. If you are NOT pleased with your recording, from the “File” menu, select “New.” When you are prompted to save the changes, click “No.” Then, begin the recording process again at step 3.
10. If you are pleased with the recording, save the recording to your hard drive. From the File menu, select “Save as.” Under “File name:” name the file. Click “Save.”
11. To record another audio file, from the “File” menu, select “New.” Then, begin the recording process again at step 3. If not, from the “File” menu, select “Exit.”

About Microphone Levels

If you find that the volume of your narration is too low, you may need to adjust the microphone levels on your computer. This can be done using your PC’s “volume control” program.

- The “volume control” is often in the same place as the “sound recorder” under the accessories menu, and will vary by operating system.
- When you access the “volume control,” select the “options” menu, then “properties.” Click the radio button that reads “Recording” and then click OK.
- Adjust the “Mic Balance” until you reach the desired level.
- If you are still having difficulty finding or using the “volume control,” refer to your computer’s documentation or “help” window in the “Start” menu.